

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**SENIOR PLANS REVIEWER  
BUILDING SAFETY DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs supervisory and skilled code enforcement work in the review of technical plans and documents submitted for building permits. Responsible for ensuring construction plans are in compliance with the building (construction and energy), electrical, mechanical and plumbing codes. This position also works closely with other plan reviewers, senior code enforcement officers, and field inspectors to maintain consistency in the interpretation of codes throughout the department. Employee reports to the Director of Building Safety.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class supervises and coordinates the plan review staff in technical research and inspections work in the review of plans submitted to the City for building permits. Work involves checking residential and commercial construction documents to ensure compliance with established building codes. Employee is responsible for denying or approving building permits on the basis of plans submitted by homeowners, builders, contractors, architects, etc.; performs research as requested; and communicates with affected parties regarding permit approval and denial. Employee is responsible for staff work assignments and coordinating the plan review workflow. Employee is also responsible for preparing and maintaining related records and reports. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact, courtesy and firmness in contact with public officials and the general public. Work is performed under limited supervision of the Director of Building Safety and is evaluated through conferences, reports and observation.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Supervises and coordinates the review of commercial and residential building plans, specifications, and construction details for code compliance with state building, plumbing, mechanical and national electric code; confirms that fire protection systems comply with the laws of the State of North Carolina; inspects plans for office, retail and commercial buildings as well as hazardous materials sites, aircraft hangars, etc.; approves or denies permits based on inspection of plans.

## **SENIOR PLANS REVIEWER**

Assigns, trains, directs and supervises the Plans Review Facilitator and a staff of plan reviewers, ensuring adherence to established codes, regulations, policies and procedures; assists or advises subordinates of discrepancies or problems in plan reviews; interprets the codes for subordinates as necessary; meets with subordinates to advise of policies and procedures and to ensure consistency of plan reviews.

Administers or makes recommendations for routine personnel matters affecting subordinates, including hiring, training, assigning, scheduling, granting leave and appraising performance, submitting such records and reports as required by supervisor(s).

Receives and investigates complaints pertaining to plan reviews and code interpretations of subordinate plan reviewers.

Assists and advises Director of Building Safety in the development of budget proposals, including advising of equipment and training needs.

Coordinates code interpretations with the State Department of Insurance's Office of the State Fire Marshal.

Attends and participates in meetings and seminars, and/or prepares correspondence, to advise owners, designers and contractors of code changes and violations on plans.

Reviews and studies code regulations to maintain knowledge of changes in codes and ordinances; completes necessary course work to maintain required inspection certifications and code knowledge.

Reviews commercial and residential plans for compliance with state building codes.

Communicates and provides technical assistance to home owners, engineers, architects, designers, building inspectors, planning and zoning personnel, City officials and the general public; responds to inquiries about individual projects and provides general information about state building codes.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes data in preparation of standardized reports.

Performs research and completes forms for inspectors and other division personnel.

Responds to inquiries from agencies and individuals in other jurisdictions and cities.

## **ADDITIONAL JOB FUNCTIONS**

Develops and leads in the presentation of programs and seminars for designers, contractors, and industry. Implements new procedures to improve customer service, both internal and external, and to computerize document control systems which will improve service.

May be required to respond on an off-duty basis in the event of major fire, rescue, hazardous-material or other emergency.

Performs related work assignments as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

## **SENIOR PLANS REVIEWER**

Considerable knowledge of modern building, plumbing, electrical and mechanical construction practices, materials and equipment of the various stages of construction when violations and defects should be observed and corrected.

Considerable knowledge of the approved methods and practices involved in the installation, construction, repair and maintenance of a variety of electrical and mechanical equipment.

Working knowledge of the geographical layout of the City.

Ability to interpret blueprints, diagrams, specifications, codes and building regulations.

Ability to deal tactfully and firmly with property owners, architects, engineers, developers, contractors, the general public, etc.

Ability to exercise independent judgment in applying standards to a variety of work situations.

Ability to read plans and specifications for all structures governed by building codes.

Ability to exercise considerable tact, courtesy and firmness in dealing with property owners, architects, engineers, developers, contractors, the general public, etc.

Ability to use computer equipment to enter and retrieve data.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to fairly and equitably assign, direct and supervise a subordinate staff.

## **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in engineering, architecture or a related field, and 5 to 7 years of related design/construction work, and 5 years experience as a code enforcement official preferably as a plans reviewer; and/or any equivalent combination of training and experience required to perform the essential position functions.

## **SPECIAL REQUIREMENTS**

Registration with the North Carolina Board of Registration for Engineers or Architects is preferred. Possession of a Level III Standard Building Inspector Certificate issued by the North Carolina Code Qualifications Board, and possession of two or more of the following certificates (probationary or standard): Electrical Inspector III, Fire Inspector III, Mechanical Inspector III, or Plumbing Inspector III. Possession of a valid driver's license issued by the State of North Carolina. Employee must participate in a mandatory continuing education program as specified by the ISO (Insurance Services Office) in their rating program for determining building code effectiveness; ratings require 96 hours a year

## SENIOR PLANS REVIEWER

(12 hours legal, 12 hours administrative, 12 hours mentoring, and 60 hours of technical training).

### COMPETENCIES

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 20  
Exempt